

# Time and Absence in Workday



College of Engineering Time and Absence Training



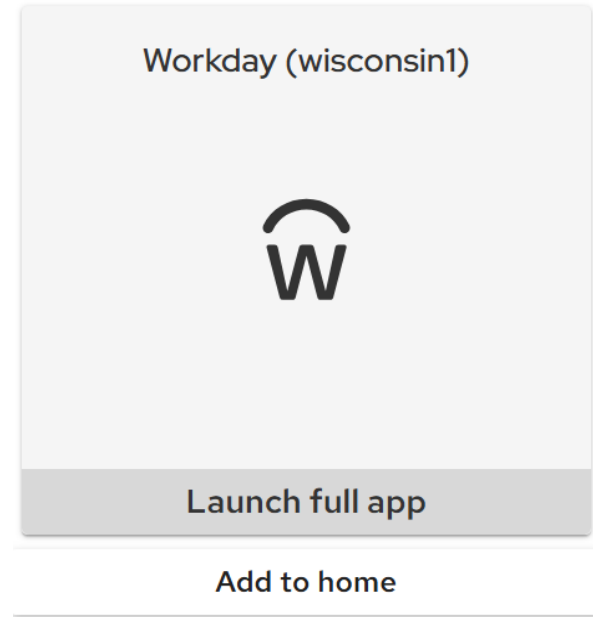
# Agenda

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- Entering Time
- Review Time Off Balances
- Requesting Time Off
- Submitting No Leave Taken
- Manager – Time and Scheduling Hub
- Reviewing Employee's Time Off Balances
- Approving Time Off Requests



# My UW – Workday tile replaces HRS functions



**New  
Workday  
tile coming  
July 7,  
2025.**

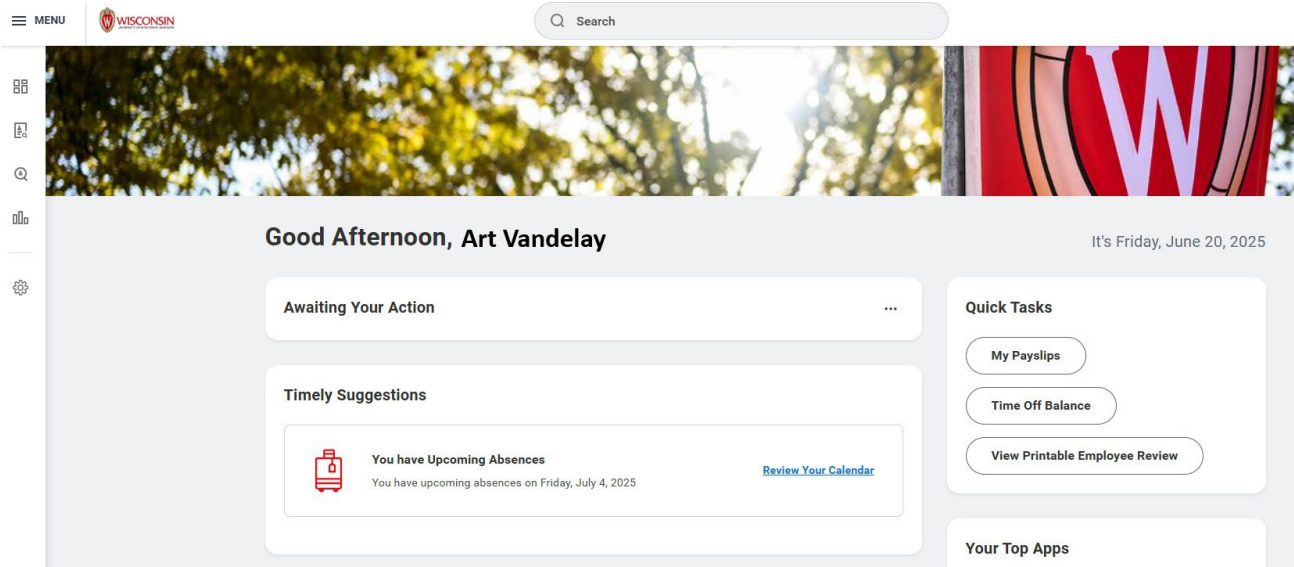
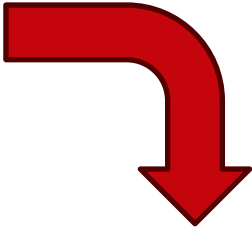
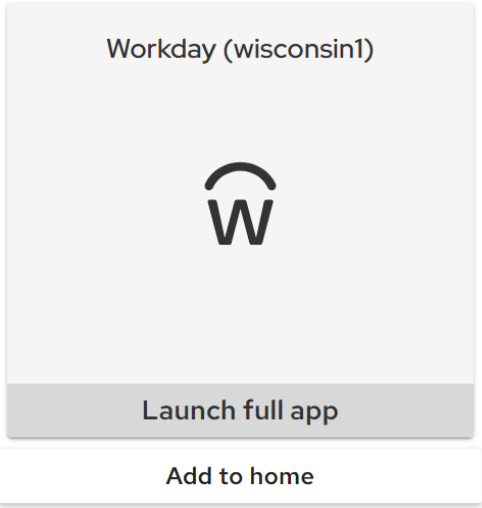
Access Workday to report and approve time, view earning statements, access tax documents, and complete a variety of HR-related tasks on a self-service basis.



# Workday Homepage



Workday will replace Time and Absence, Personal Information, Manager Time and Approval, HRS Approvals, and the Payroll information tile







# Entering Time, Review Time Off Balances, Request Time Off and Enter No Leave Taken





# Entering Time in Workday

- Time can be entered directly on the Timesheet
- All hourly time reporting employees required to submit their timesheet.
- Timesheets need to be both submitted by the employee (or manager) and approved by the manager to be paid. This mirrors the current state.



Enter Time

×

04/28/2025

Time Type \*

× Hours Worked In/Out

⋮

In \*

Out \*

Out Reason

Out ▼

Hours \*

0

Position

Intramural Sports Official, UWMSN | ... ▼

Details

Comment

Cancel

OK



# Entering Time in Workday



Different methods to enter time for **hourly** employees

Time Entry Action	Description
Autofill from Prior Week	<ul style="list-style-type: none"><li>•Copy time blocks from prior weeks into the current week.</li></ul>
Autofill from Schedule	<ul style="list-style-type: none"><li>•Copy scheduled hours from a worker's work schedule calendar using the default time entry code.</li><li>•You can specify which days to copy.</li></ul>
Enter Time by Type	<ul style="list-style-type: none"><li>•Enter more than one time type at once.</li><li>•Used by hours-only time reporters.</li></ul>
Enter Time by Week	<ul style="list-style-type: none"><li>•Use a weekly grid option to enter multiple time blocks quickly and for a full week at a time.</li></ul>
Quick Add	<ul style="list-style-type: none"><li>•Add time blocks with the same details for multiple days at once.</li></ul>

Salaried employees only need to enter absences in Workday



# Entering Time in Workday How-To Video







# Review Time Off Balances

- From the Workday Home Page, click **Menu**.
- Click Manage Absence App.
- The current balance appears next to the calendar.
- Change the date to see historic or future forecasted time off balances.

**NOTE:** The Apps and Edit button within the Menu can be used to add, reorder, or delete apps from the list.



View Your Requests and Balances per Plan as of date

Balances

Requests

Balances as of

05/01/2025 

Legal Holiday

8 Hours

Personal Holiday

4 Hours

Sick

682.741342 Hours

Vacation Available

210.5 Hours

Vacation Year to Date

149.13576 Hours

**Total of All Plans**

1,054.377102 Hours



# Request Time Off

- From the Workday Home Page, click **Menu**.
- Click the Request Absence app.
- Click the day(s) on the calendar to select days off.
- Click Continue.
- Select the Type of Absence.
- Review the absence details and adjust as needed.

**NOTE:** The Position field will default to the primary job. If you have multiple jobs, select which job the request is for.

← Request Absence

×

Tue, May 21 – Thu, May 23

Type of Absence \*

× Vacation

⋮

Position \*

× 01247279 Administrative Assistant II

⋮

Hours (Daily)

8

[✎ Edit Individual Days](#)

Comment

Total Request Amount: 24 Hours

▼

Cancel

Submit Request



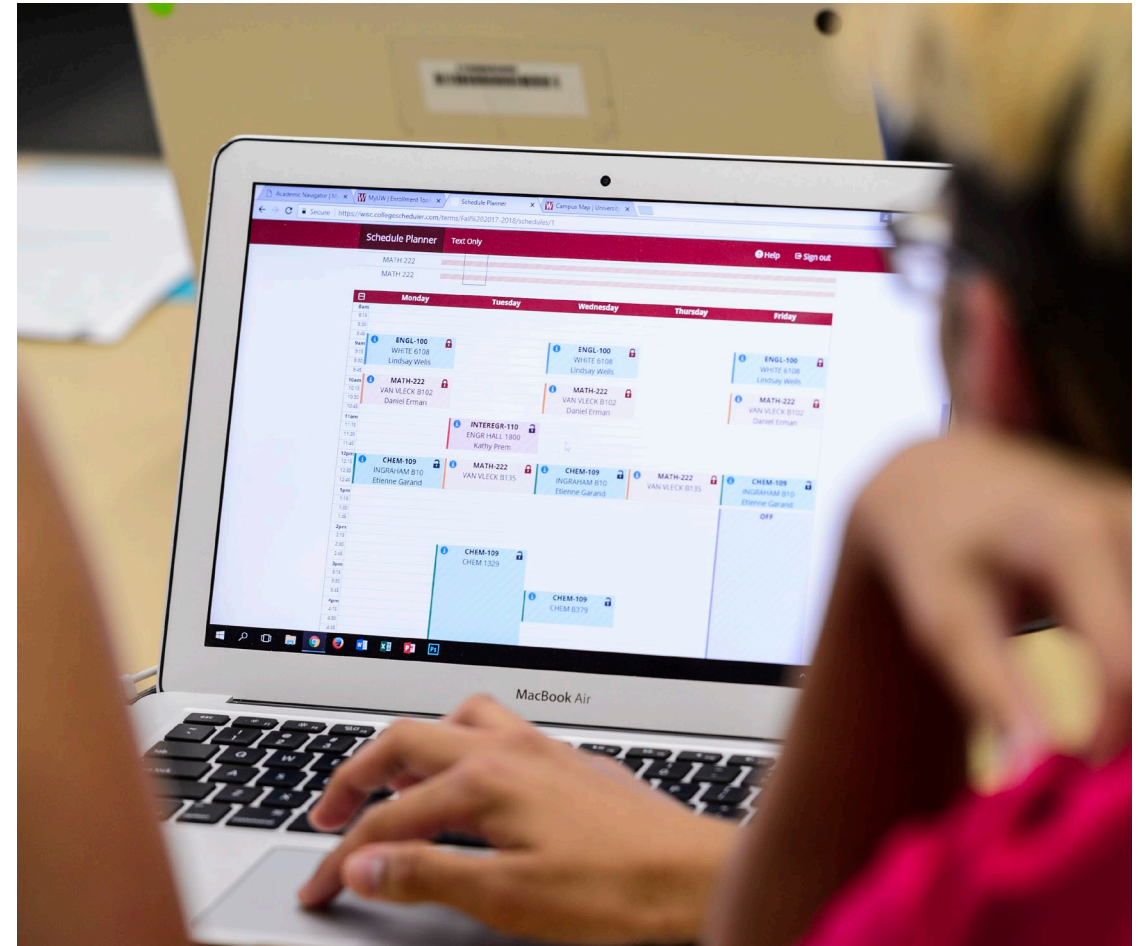
# View Time Off Balance, Request Time Off, and Enter No Leave Taken How-To Video





# Manager Time and Absence

Manager Time and Scheduling Hub, Review Employee balances, and Approve Employee's Time off Request





# Manager Time & Scheduling Hub



## Time & Scheduling Hub Basics

From the Workday Home Page, click **Menu**.

Click the **Time and Scheduling Hub** app.

**Overview** displays the tasks that need review and are in progress for a manager's direct reports.

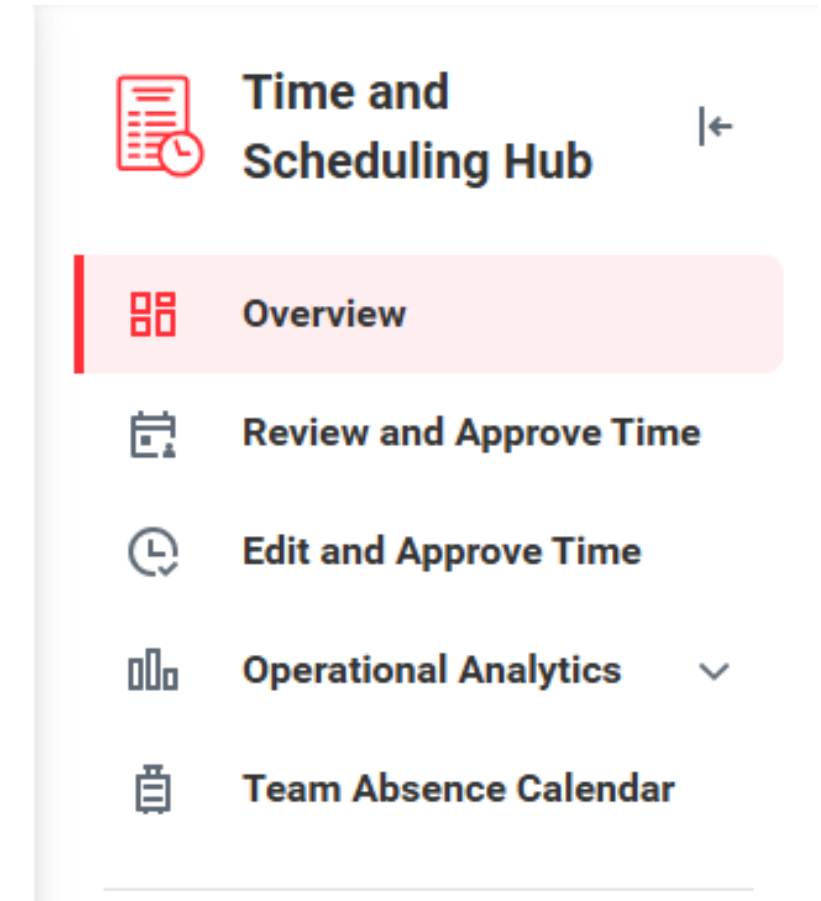
**Review and Approve Time** allows the user to review/approve time for workers who meet the selected filtration conditions.

**Edit and Approve Time** allows the user to edit and approve time for workers.

**Direct Reports** allows the user to view time-related details for individual employees who report directly to them.

**Operational Analytics** allows the user to view schedule vs. actual hours for a worker and run reports on team Time & Absence data.

**Team Absence Calendar** allows the user to view an absence calendar with data from all workers in a supervisory organization. The manager can approve, edit, or cancel time off from this absence calendar.







# Manager Time & Scheduling Hub

## Needs Review:

- **Time Off Pending Approval** – displays any time off requests from direct reports that are pending approval.
- **Workers Approaching Time Accumulator Threshold** – displays workers who are approaching thresholds for time limit rules. These include international student visa holders approaching 20 hours in a week and student workers approaching 30 hours in a 12-week rolling period.

### Needs Review



#### Time Offs Pending Approval

0 requests



#### Workers Approaching Time Accumulator Threshold



[Time Accumulations for Workers](#)



# Manager Time & Scheduling Hub



## In Progress:

- **Time Entries to Review** – displays information on workers' time entries for the past week, including submitted time, workers with no time entered, unsubmitted time, incomplete time entries, and workers with alerts.

### In Progress



#### Time Entries to Review

Jun 24 – Jul 1

Workers with Submitted Time

0

Workers with No Time Entered

0

Workers with Unsubmitted Time

0

Workers with Incomplete Time Entries

0

☰ More (1)

[Review and Approve Time](#)



# Manager Time & Scheduling Hub

- **Team Actions:**
  - **Time Tracking** – contains popular tasks related to Time Tracking for the manager to complete.
  - **Absence** – contains popular tasks related to Absence for the manager to complete.

## Team Actions



### Time Tracking

Assign Custom Work Schedule

Time Clock History

Enter Time for Worker

Assign Work Schedule



### Absence

Return Worker from Leave

Manage Absence

Request Absence



# Manager Approval of Employee's Time Off Request

## Review Employee Time Off Balances

- From the Workday Home Page, search and select the employee in the search bar.
- Click on Absence
- Click the Absence Balance tab to see balances of today.
- -OR-
- Click Actions for the employee and hover Time and Absence.
- Select Manage Absence or View Time Off Results by Period to view for a period of time.

**NOTE:** Managers and HR staff may view time off balances for multiple employees by running the Time Off by Period for Workers (UW) report.

Absence Requests <u>Absence Balance</u> Leave Plan Balances (UW)				
Balances Tracked in Hours 8 items				
Absence Plan	Unit of Time	Beginning Year Balance	Carryover Balance	Accrued Year To Date

- Navigate to the My Tasks section of Workday.
- Click Absence Request: Employee Name.
- Review request details (3), including Total time off, Dates, Day of the Week, Type, Position, Requested Units, and Unit of Time.
- Click View Balances (a) to see the workers time off balances as of the current date.
- Click View Related Information bar graph icon (b) to see if other members of the team have approved time off on the same days.

**NOTE:** Screenshot of the Absence Request page example with the various details to review and action buttons

## Manager Approval of Employee's Time Off Request

Review

Absence Request: Elijah Employee

☆

b

⚙️

🔍

Created: 11/29/2023 | Due: 12/01/2023 | Effective: 12/07/2023

For

Elijah Employee

Overall Process

Absence Request: Elijah Employee

Overall Status

In Progress

Due Date

12/01/2023

Details to Review

First Day of Time Off

12/07/2023

Last Day of Time Off

12/08/2023

Total

17.5 hours - Unpaid Time

Request Details 2 Items

3

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📋

Date	Day of the Week	Type	Position	Requested	Unit of Time
12/07/2023	Thursday	Unpaid Time	P20000009 Business Systems Analyst I	8.75	Hours
12/08/2023	Friday	Unpaid Time	P20000009 Business Systems Analyst I	8.75	Hours

View Balances

a

Approve

Send Back

Deny

Cancel




Select the action for this request:

- **Approve** - Approve the time off request and finish the process.
- **Send Back** - Send the request back with a written reason to the employee to edit and resubmit with a written reason for the send back request.
- **Deny** - Deny the request. A written reason for denying the request must be included. This should be minimal.
- **Cancel** - Exit the process to return to at a later time.

## Manager Approval of Employee's Time Off Request

Review

Absence Request: Elijah Employee

☆  ⚙️ ↗️

b

Created: 11/29/2023 | Due: 12/01/2023 | Effective: 12/07/2023

For Elijah Employee

Overall Process Absence Request: Elijah Employee

Overall Status In Progress

Due Date 12/01/2023

Details to Review

First Day of Time Off 12/07/2023

Last Day of Time Off 12/08/2023

Total 17.5 hours - Unpaid Time

Request Details 2 Items 

3

Date	Day of the Week	Type	Position	Requested	Unit of Time
12/07/2023	Thursday	Unpaid Time	P20000009 Business Systems Analyst I	8.75	Hours
12/08/2023	Friday	Unpaid Time	P20000009 Business Systems Analyst I	8.75	Hours

View Balances

a

Approve

Send Back

Deny

Cancel



# LEAVE OF ABSENCE





## Leave of Absence


Please reach out to your HR contact.

# Workday Training Dashboard






Account



Dashboard



Courses

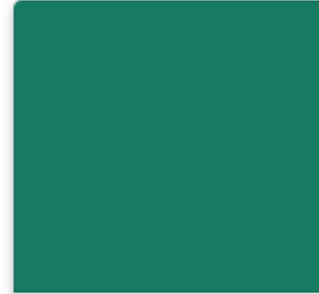
## Dashboard



Workday for Finance: Costing Allo...



Workday for Finance: Introduction...



Workday for Finance: |



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## Workday

Workday, Inc.

4.4★  
215K reviews

10M+  
Downloads

**E**  
Everyone ⓘ



**Workday** 4+

Enterprise Workplace Solutions

[Workday](#)

#9 in Business

★★★★★ 4.7 • 1.5M Ratings

Free

A modern lounge or library interior with large floor-to-ceiling windows. The space is filled with people: some are sitting on sofas and armchairs, while others are standing. A man in a black t-shirt and shorts is walking across the room. The floor is made of large, light-colored tiles. The windows offer a view of a city street with trees and buildings. The word "Questions?" is overlaid in the center of the image.

# Questions?





**Thank you!**





